

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Fire Prevention/Educational Specialist

Revision Date: 11/08
EEO Code: Admin Support
Status: Non exempt
Control No: 30426

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Fire Chief and Fire and Life Safety Assistant Fire Chief, provides the City with prevention and mitigation of emergencies and disasters, through proper planning, code enforcement and community service educational programs.

III. Essential Duties:

- Develops and coordinates school prevention and Risk Watch programs.
- Conducts demonstrations and classes for schools and citizens in the community.
- Assists with the planning of fire prevention programs and public safety activities for special events.
- Coordinates and instructs CPR/AED Programs.
- Conducts educational and training programs for citizens and firefighters.
- Coordinates (CERT) citizen emergency response program.

IV. Marginal Duties:

- Prepares articles regarding fire and life safety programs.
- Analyzes and prepares reports.
- Maintains educational aids, equipment and classroom area.
- May perform emergency support functions as required or requested by the incident commander.
- Performs other duties as assigned.

V. Qualifications:

Education: Associates degree from an accredited college or university with an emphasis in education. May substitute year for year any equivalent amount of experience for education.

Experience: Three years of experience in teaching and developing life safety and fire prevention curriculum preferred.

Licenses/Certifications: Valid Utah driver's license required; the following certifications are preferred: CERT Instructor, CPR/AED Instructor, Public Fire and Life Safety Educator I, Emergency Medical Technician.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Teaching techniques, educational programs, basic learning characteristics of school aged children, adults, and senior adults; developing curriculum; familiarity with public fire and life safety issues, emergency medical and fire service operations.

Tool, Machine, Equipment Operation: Working knowledge and use of telephone, fax machine, copier and personal computer; proficiency in computer software such as PowerPoint presentations, WordPerfect and Excel; Use of projection systems, manikins, AED defibrillators, a variety of props and various other training tools and equipment.

Responsibility for: Making decisions and using good judgement; writing educational programs for use in the stations and schools in the area of fire prevention, life safety, citizen response, and medical and personal safety; demonstrating the values of the City and Fire Department.

Communication Skills: Ability to speak professionally before small and large groups; frequent contact with all types of people, requiring judgement to deal with and influence people, frequent contact with fire personnel and citizens; must be able to communicate effectively using verbal, written, and listening skills.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; frequent sitting or standing for long periods of time and some lifting, bending and carrying of items under 50 pounds is required.

Work Environment: Generally comfortable working conditions; some stress resulting from ongoing deadlines and interaction with community groups, individuals, department and division heads, and fire department teams and members. The noise level in the work environment is usually minimal. Evening and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required to personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPARTMENT/DIVISION APPROVAL: _____ DATE: _____

HUMAN RESOURCES DEPT APPROVAL: _____ DATE: _____